

Policy Guidelines for Handling COVID-19 Cases at HSUHK

This policy sets out the preparedness and response scheme for handling COVID-19 cases (including preliminarily tested positive/confirmed case and close contacts) or a notification of any such case inside or outside the HSUHK campus. Please also refer to the response flowchart (Appendix I).

(A) Reporting mechanism

1. Reporting procedures for preliminarily tested positive/confirmed case (including those who had been in the University during the incubation or infectious period and those who are informed by CHP outside the campus):
 - a. Staff and students are requested to report to M(FMS) if they have been preliminarily tested positive/confirmed for COVID-19 in the past 14 days. M(FMS) will:
 - i. notify DCDM, AVP(DCS), VPOD and CICT; and
 - ii. inform and liaise with the CHP for identification of close contacts with follow-up actions after the CHP assesses the close contact group. The staff member or student concerned is required to follow the quarantine and/or medical instructions of the CHP and refrain from returning to campus.
2. Reporting procedures for close contacts of a preliminarily tested positive/confirmed case (including those who are informed by CHP outside the campus):
 - a. Staff and students are requested to report to M(FMS) if they are close contacts of a preliminarily tested positive/confirmed case identified in the past 14 days. M(FMS) will:
 - i. notify DCDM, AVP(DCS), VPOD and CICT, and
 - ii. inform and liaise with the CHP for identification of other close contacts with follow-up actions after the CHP assesses the close contact group. The staff member or student concerned is required to follow the CHP's instructions and refrain from returning to campus.
 - b. The CHP will assess whether a person is a close contact on a case-by-case basis. Normally, close contacts of a confirmed case will be quarantined, and other contacts will be put under medical surveillance. The CHP will contact the individual to inform him/her of the arrangement.

All outsourced service providers/contractors employed by the University are required to follow the same approach. They are thus required to draw the aforesaid procedures to the attention of their employees who are deployed to work on campus.

(B) Tracking and environmental disinfection procedures on campus

3. Actions to be taken by respective departments
 - a. M(FMS) to inform DSA (for student case), and HHR (for staff case), and CPAO (for public communication) for coordination of further actions including contact point assignment. The respective unit heads of departments will also be informed by DSA and HHR if necessary.

- b. DCDM to:
- i. assess the affected location(s) and environmental condition including air conditioning/ventilation systems. If the affected areas identified in individual room/office with window or split type air-conditioning, affected floor area will be closed for environmental disinfection. For centralized air-conditioning and ventilation systems, whole building is required for environmental disinfection.
 - ii. liaise for the class/examination/work suspension according to the time of confirmed case notification and to align with the advices from the CHP.

Time of confirmed case notification	Class/examination/work suspension
Morning up till 12 noon	Afternoon of the day + 2 calendar days following
2 – 5pm	6pm of the day + 2 calendar days following
6 – 9pm	Remaining day + 2 calendar days following
Any time on Sat, Sun and Public Holiday	Remaining day + 2 calendar days following

- c. M(FMS) to arrange logistic on environmental disinfection (Appendix II refers).
- d. M(FMS) to inform REG. Since the REG has an established mechanism for students to apply for prolonged leave due to unforeseeable circumstances, the REG will not proactively inform the module teachers of the recent confirmed/preliminarily tested positive/mandatory quarantine cases without the students' consents due to privacy concerns. REG will update the record on eCampus on the module concerned of the respective semester/term after recipient of the application(s) of leave of absence from the student(s) concerned.

(C) Case on campus with preliminarily tested positive/close contact during daily operation

4. Follow up actions required:
- a. M(FMS) to ensure DSA (for student case) /HHR (for staff case) /Unit Head (for student/staff case) have been informed as soon as feasible upon receipt of notification.
 - b. DCDM and M(FMS) to determine isolation arrangement for the case as far as feasible:
 - i. assess the affected location(s) and environmental condition including air conditioning/ventilation systems. If the affected areas identified in individual room/office with window or split type air-conditioning, affected floor area will be closed for environmental disinfection. For centralized air-conditioning and ventilation systems, whole building is required for environmental disinfection.

- c. inform the CHP for any follow up action required, and assess the scale and process of evacuation.
- d. M(FMS) to update AVP(DCS), VPOD and CICT the status of actions taken and any further actions required.
- e. M(FMS) to ensure case has been effectively handled and escorted out of campus to treatment facility.
- f. M(FMS) to liaise with the CHP and if no further actions are required, M(FMS) files the case for record.

(D) Case on campus with confirmed/preliminarily tested positive/close contact before and after the starting time of the examination

5. Follow up actions required if notified regardless of before or after the starting time of the examination:
 - a. M(FMS) to ensure R, DSA (for student case) /HHR (for staff case) /Unit Head (for student/staff case) and exam venue person-in-charge (if applicable) have been informed as soon as feasible upon receipt of notification.
 - b. DCDM and M(FMS) to communicate with CHP for any follow up action required and ascertain if exam venue should be sealed or evacuated upon the CHP's advice.
 - c. DCDM and M(FMS) to determine isolation arrangement for the case as far as feasible and arrange environmental disinfection of affected areas.
 - i. assess the affected location(s) and environmental condition including air conditioning/ventilation systems. If the affected areas identified in individual room/office with window or split type air-conditioning, affected floor area will be closed for environmental disinfection. For centralized air-conditioning and ventilation systems, whole building is required for environmental disinfection.
 - d. M(FMS) to update R, AVP(DCS), VPOD and CICT the status of actions taken and any further actions required.
 - e. M(FMS) to ensure the case has been effectively handled and escorted out of the examination venue and campus to treatment facility.

(E) In situations of emergencies

6. Emergencies are potentially life-threatening situations which require immediate handling. In the COVID-19 context, emergencies situations can be severe pain, respiratory problems or irregular heartbeat (arrhythmia); loss of emotional control or aggressive behaviours etc. of the individual concerned.

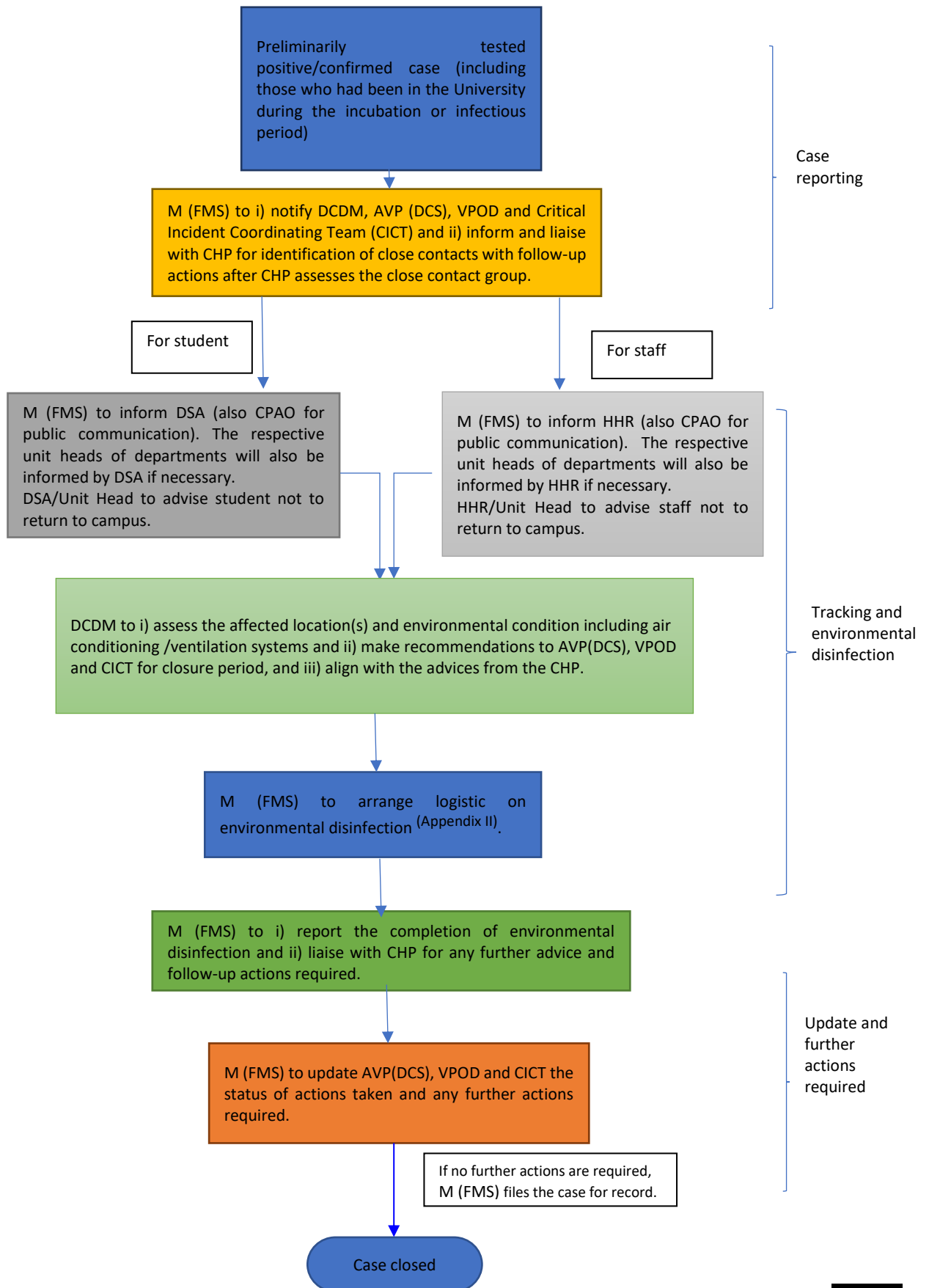
- a. M(FMS) should co-ordinate to:
 - i. Ensure designated staff (Security IC at M3) taking care of the infected case adopt protective measures, which include performing hand hygiene and wearing PPE including face shield, surgical mask and protective clothing, etc.;
 - ii. Ensure designated security staff should perform hand hygiene before and after contact with the individual and wash hands immediately after contact with respiratory secretions or contaminated environment, for details, please refer to Appendix II.
 - iii. Consult DCDM for handling arrangement if the individual concerned or other parties have called “999” in this instance for help.
- b. M(FMS) to update AVP(DCS), VPOD and CICT the status of actions taken and any further actions required.
- c. M(FMS) to ensure case has been effectively handled and escorted out of campus to treatment facility.
- d. M(FMS) to liaise with CHP and if no further actions are required, M(FMS) files the case for record.

(F) Update and further actions required

7. Follow-up actions on a reported close contact or preliminarily tested positive/confirmed case
 - a. M(FMS) to:
 - i. report the completion of environmental disinfection (where applicable); and
 - ii. liaise with the CHP for any further advice and follow-up actions required.
 - b. M(FMS) to update AVP(DCS), VPOD and CICT the status of actions taken and any further actions required. In the scenario of preliminarily tested positive/confirmed case, the respective unit heads will also be informed.
 - c. After verification of the reported case through relevant unit, the respective unit heads should provide the special working/learning arrangements for the affected staff/students.
 - d. If no further actions are required, M(FMS) files the case for record.

Prepared by CDMO

Response Flowchart for Handling COVID-19 Cases at HSUHK



Key Positions:

- DCDM - Director of Campus Development and Management
- VPOD - Vice-President (Organisational Development)
- AVP(DCS) - Associate Vice-President (Development and Campus Services)
- CICT - Critical Incident Coordinating Team
- DSA - Director of Student Affairs
- R - Registrar
- REG – Registry
- HHR - Head of Human Resources
- CPAO - Communication and Public Affairs Office
- M(FMS) – Manager (Facility Management Services)

Notes:

1. M(FMS) is the main coordinator and central contact person.
2. In an emergency situation (Section D of the Policy Guidelines), M(FMS) and DCDM would be aware of the need to coordinate actions if "999" has been dialed for help and assistance.
3. Staff should consult respective head on their cases for necessary follow-up and arrangements.
4. Students under quarantine or medical surveillance should inform their respective module teachers of the respective semester/term for any academic arrangements and apply for leave of absence with the Registry, if applicable.
5. This policy guidelines will be reviewed, revised and amended with the alignment of latest regulations / requirements from the government and authority, i.e. CHP, FEHD etc.
6. All staff and students are required to report any preliminarily tested positive/confirmed case in the past 14 days.
7. If the affected areas identified in individual room/office with window or split type air-conditioning, affected floor area will be closed for environmental disinfection. For centralized air-conditioning and ventilation systems, whole building is required for environmental disinfection.
8. If preliminarily tested positive/confirmed case is identified in campus, the class/work will be suspended for 2 calendar days according to the time of preliminarily tested positive/confirmed case notification as in the Policy Guidelines for Handling COVID-19 Cases at HSUHK section (B)3.b.ii.

Prepared by CDMO

**Enhanced Cleaning and Disinfection Measures
for
Handling COVID-19 Cases at HSUHK**

A. Enhanced environmental disinfection

Disinfect all potentially contaminated surfaces or items by using 1 in 49 diluted household bleach (mixing 1 part of household bleach containing 5.25% sodium hypochlorite with 49 parts of water).

B. If there is blood, secretions, vomit or excreta spillage, take enhanced measures:

(a) Cleaning staff should wear appropriate personal protective equipment (PPE) including surgical mask, gloves, disposable gown, eye protection (goggles/face shield) and cap (optional).

(b) Use forceps to hold the strong absorbent disposable towels to wipe away the blood, secretions, vomitus or excreta during a preliminary clean up.

(c) Then put the forceps and used absorbent disposable towels in a garbage bag carefully without contaminating oneself/the environment.

(d) Disinfect with 1 in 4 diluted household bleach (mixing 1 part of household bleach containing 5.25% sodium hypochlorite with 4 parts of water), wipe from the outside inward, leave for 10 minutes, rinse with water and wipe dry afterwards.

(e) After the procedure, put all the wastes and cleaning tools (e.g. forceps, cloth, mop head) in the garbage bag.

(f) Carefully remove PPE, put them in the garbage bag, and then perform hand hygiene. (When hands are not visibly soiled, use 70-80% alcohol-based handrub. Wash hands with soap and water when hands are visibly dirty or visible soiled with blood, body fluid).

(g) Wear a pair of new gloves, seal the waste bag tight and dispose it properly in covered rubbish bin. Then, label the rubbish bin and put it in a safe undisturbed place until collection.

(h) Remove gloves carefully. Wash hands with liquid soap and water.

Disinfect all potentially contaminated surfaces or items by using 1:49 diluted household bleach, leave for 15-30 minutes, rinse with water and wipe dry afterwards.

If **COVID-19** is confirmed, CHP will inform the University as soon as possible and the wastes will be collected by the Food and Environmental Hygiene Department. On the contrary, if COVID-19 is excluded, the wastes can be disposed as usual.

C. Cleansing of air-conditioning and ventilation systems:

(a) DCDM and engineering staff to review and decide the possibly affected air-conditioning and ventilation equipment and scope of disinfection.

- (b) Cleansing staff should wear appropriate personal protective equipment (PPE) including surgical mask, gloves, disposable gown, eye protection (goggles/face shield) and cap (optional) to carry out disinfection and cleaning of related air-conditioning and ventilation systems.
- (c) If individual AC unit or fan-coil unit is involved, physical clean the AC unit (coil and blower) with appropriate disinfectant (e.g. 1:99, e-water or similar disinfectant) including filter cleaning/ replacement. Deep clean of the areas below the AC equipment. The areas will then be air purged with AC equipment and ventilation system fully on or open all windows to enhance air changes for 8 hours before the re-opening of the affected area.
- (d) If Central AC is involved, a more detailed technical assessment shall be carried out to review the likely affected equipment, duct work and scope of disinfection required. The affected areas should “freeze” and be cordoned off with all AC and ventilation plants off to avoid further contamination pending for the disinfection and deep cleaning of affected areas. CDMO to arrange Specialist contractors to carry out disinfectant fumigation of the ventilation system duct works (close circuit with circulation fans on, fresh air dampers off); the PAU plants will need to be thoroughly cleaned by disinfectants and air filters replaced. The affected areas will be closed and further disinfection by Ozone generator for 24 hours with the ventilation on (dampers closed) recirculating the air containing Ozone within the affected areas. The areas will then be air purged with ventilation equipment, UV lights and dampers fully on for another 8 hours to remove the Ozone air before the re-opening affected areas.

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